

5. Communicate regularly with college community, in conjunction with the V.P.S.L, on the progress of the self-evaluation and to receive input on the draft of the self-evaluation report.
6. Assist standard committee chairpersons by reviewing and editing each draft of the institutional response to a standard.
7. Work with the V.P.S.L., College Researcher, SLO Mentors/Coordinator and committee chairpersons to develop the Accreditation Planning Summary for each section of the standard.
8. Work with the V.P. S.L. and other college and district offices to assure the report responds to the standards and to ensure the timely completion of the self-evaluation report.
9. Assist the V.P.S.L. with preparing for the pre-visit and site visit by the visiting team.
10. Reports and works with the constituent groups. (Academic Senate, College Council, Classified Senate, etc.)
11. Serves on the Curriculum Committee as a non-voting member.

**Eligibility and Desired Qualifications:** The position is open to all faculty; however, a tenured faculty member is desired for this position. The successful candidate will demonstrate the following knowledge, skills and abilities:

- Knowledge and understanding of the ACCJC accreditation process and standards
- Possession of basic computer and technological skills
- Excellent organizational skills and strong attention to detail
- Ability to develop, organize, motivate and coordinate groups across the organization
- Ability to collect and organize data
- Ability to communicate effectively to various audiences, both in writing and verbally
- Ability to collaborate effectively with faculty, staff, administration and students
- Ability to synthesis the self-study submissions and to effectively write the report in one voice.

**Application Procedure:** Not Applicable -- Appointed and confirmed, November 2015.

## Faculty Accreditation Co-Chair

### Job Description

**Description:** The Faculty Accreditation Co-Chair works in collaboration with the Vice President of Student Learning to lead the process of preparing the accreditation self-evaluation and is responsible for the timely production of the report, which must be completed and reviewed internally prior to its submission for approval by the Board of Trustees.

**Assignment:** This assignment comes with reassigned time or equivalent (stipend, banked leave, etc). Initial reassigned time is 0.2 FTE January 11 through June 30, 2016 with an anticipated increase to .4 FTE for the period July 1, 2016 through December 31, 2016 and to .6 FTE for the period January 9, 2017 until the report is submitted in October 2017 and the visit is concluded November 2017. Once the report has been submitted, reassigned time will be determined by the College President and Academic Senate President commensurate with identified need.

When compensated via stipend or banked leave, the assignment, or a portion of the assignment, is in addition to regularly contracted duties. In such cases the assignment is expected to be completed primarily outside of scheduled hours to the extent possible (exceptions include meetings, limited communication, etc). This assignment will require some availability during summer 2016 and summer 2017.

**Start and End Dates:** January 11, 2016 through December 2017. Continuation through the end of appointment is contingent upon satisfactory performance as documented in annual performance evaluations conducted by the Vice President of Instruction and Academic Senate President. .

**Duties and Responsibilities:** The Faculty Accreditation Co-Chair partners with the V.P.S.L. and works collaboratively in leading the accreditation self-evaluation process in a thorough examination and evaluation of the college's policies and practices with regard to the accreditation standards. Columbia College is scheduled for its next accreditation site visit in October 2017. The visit is conducted by a team of community college faculty and administrators from other California community colleges on behalf of the Accrediting Commission for Community and Junior Colleges (ACCJC) in the Western Association of Schools and Colleges (WASC) region.

The responsibilities and job duties of the Faculty Accreditation Co-Chair are:

1. Attend relevant accreditation trainings, including the Accreditation Institute, February 19-20, 2016 in San Diego, CA.
2. Participate in a site visit to another ACCJC college in fall 2016 or spring 2017.
3. Plan and facilitate accreditation workshops for faculty, staff and students to inform, gather information, and seek feedback. These workshops will be held primarily in 2016 and early 2017.
4. Coordinate and oversee the production and completion of the self-evaluation report within the timeline established by the Accreditation Council. (See Accreditation Website)